

NOTICE

School Health and Related Services (SHARS) Cost Report Important Upcoming Dates

This notice is being sent to inform all SHARS-participating districts of important upcoming cost report deadlines for the 2018 cost report, and of trainings for the 2019 cost report. Settlement notices for the 2018 SHARS cost report were distributed on **Monday December 2nd**.

Important Upcoming Dates:

- **By December 12th, 2019 (all districts):** The SHARS primary financial contact and the school district official must log on to STAIRS and review Step 8 of the SHARS cost report.
- **December 2nd, 2019- January 2nd, 2020:** Informal Review period for the 2017-2018 SHARS cost report.
 - Districts should ensure all SHARS supporting documentation is included with their hard copy Informal Review Request. Please refer to our SHARS Informal Review Information session [training slides](#) for further details on submitting.
- **By January 2nd, 2020 (all districts):** All districts must agree or disagree to their 2018 settlement amount in STAIRS.
 - **By January 2nd, 2020:** If a district disagrees with their settlement amount, HHSC Rate Analysis must have *received* the district's hard copy Informal Review Request by January 2nd.
- **February:** HHSC RAD finalizes all Informal Reviews.
- **Cost Report Trainings (all districts):** The Cost Report training time frame has not changed- all SHARS Cost Report trainings will still be held annually from January- March. The next SHARS Cost Report training session will be held in January 2020.
 - Please refer to the complete [2019 Cost Report training schedule](#) for available dates and links to register for training.
 - **2019 Cost Report Training Requirement:** Due to the transition to the newly redesigned State of Texas Automated Information Reporting System (STAIRS), **all users** must undergo training this year before their accounts in the new system will allow them to submit a Cost Report.

For questions about the new time schedule or your SHARS cost report, please call the SHARS helpline at (512) 730-7400 or email us at ra_shars@hhsc.state.tx.us.

For help with STAIRS, contact the Fairbanks Information Center at 888-321-1225 or info@fairbanksllc.com.